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## CITY OF ATLANTA

SHIRLEY FRANKLIN  
MAYOR

55 TRINITY AVENUE, S.W.  
ATLANTA, GEORGIA 30303-0300  
TEL (404) 330-6100

October 15, 2007

President Lisa Borders and  
Members of Atlanta City Council  
City Hall, Suite 2900 South  
68 Mitchell St., S.W.  
Atlanta, Georgia 30303

**RE: Zoning Review Board (ZRB) Re-Appointment**

Dear President Borders and Members of the Council:

It is a pleasure for me to re-appoint Cynthia Mitchell to serve as a member of the Zoning Review Board in the Real Estate Professional Category for the City of Atlanta. This re-appointment is for a **term of two (2) years**.

I am confident that Ms. Mitchell will continue to serve the Zoning Review Board with integrity and dedication.

Sincerely,

Shirley Franklin

## RESUME

### CYNTHIA MITCHELL VICE PRESIDENT

E. R. Mitchell Group

Bachelor of Business Administration  
Florida A & M University

745 SKIPPER DR NW  
ATLANTA, GA 30318  
(678) 873 4014

As executive vice president of operations, Ms. Mitchell is responsible for overseeing ongoing and completed construction operations. Additionally, Ms. Mitchell is also responsible for monitoring the performance of the support services required by the project management team, including estimating, scheduling, and field engineering. She has extensive knowledge of the local trade contractor market, and has developed strategies to enhance and implement Owner's goals to achieve M/FBE participation on construction projects. Her responsibilities has covered a broad range, from assistant program management and marketing construction services to developing new business, and estimating.

Ms. Mitchell is overseeing two, Special Purpose Local Option Sales Tax (SPLOST) for capital improvement Program totaling \$942 Million, which includes new construction and renovation work at 150 separate schools. She ensures that all contractual obligations and commitment are being successfully completed. Provide leadership and direction to the project team in developing and implementing the project plan. Observe onsite progress, safety and quality to ensure that goals are being met. Her project experience has included work in managing all phase of construction services, M/FBE performance, assisting in recommendations for appropriate design, bid and construction package, tracking totals budget for each project, value engineering and constructability reviews.

A partial listing of Ms. Mitchell's project experience includes:

- Georgia Dome, Georgia World Congress Center - Atlanta, GA
- Grove Park Gymnasium, City of Atlanta - Atlanta, GA
- Atlanta Stadium Renovations, Stadium Authority - Atlanta, GA
- SunTrust Banking - Atlanta, GA
- Air Traffic Control, Federal Aviation administration - Atlanta, GA
- Seaboard Piggyback Facility, CSX Transportation - Atlanta, GA
- GSU Student Center and Parking Deck, Georgia Board of Regents, Atlanta, GA
- Underground Atlanta, Underground Festival Development - Atlanta, GA
- Usher Middle School Gymnasium, Atlanta Board of Education - Atlanta, GA
- Inman Middle School Renovation & Addition, Atlanta Board of Education - Atlanta, GA
- Piedmont Parking Deck, Fulton Dekalb Hospital Authority - Atlanta, GA
- Solitary Confinement Cells, City of Atlanta - Atlanta, GA
- Chambliss Grading, MARTA - Atlanta, GA
- Sutton Middle School Gymnasium, Atlanta Board of Education - Atlanta, GA
- B.T. Washington High School Gymnasium, Atlanta Board of Education - Atlanta, GA
- Brown Middle School, Atlanta Board of Education - Atlanta, GA
- Adamsville Elementary School, Atlanta Board of Education - Atlanta, GA
- Oglethorpe Elementary School, Atlanta Board of Education - Atlanta, GA
- Scott Elementary School, Atlanta Board of Education - Atlanta, GA
- Slater Elementary School, Atlanta Board of Education - Atlanta, GA